

EXHIBITOR SERVICE KIT

**Information
&
Order Forms**



Mailing Address:
P. O. Box 7001
Roanoke, Virginia 24019

Street Address:
7615 Williamson Road, NW
Roanoke, Virginia 24019

Phone: (540) 362-3940
Fax: (540) 362-8698

www.hollins-expo.com

Virginia School Plant Management Association (VSPMA) Trade Show

**October 21, 2019
The Inn at Virginia Tech
Blacksburg, Virginia**

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HOLLINS Exposition Services is pleased to have been selected as the Official Service Contractor for the **VSPMA**. We recognize that your participation in this event is a vital part of your firm's marketing program. Be assured we will do everything possible to insure a profitable and rewarding experience. To facilitate the reading of this "Exhibitor Service Guide", HOLLINS Exposition Services will hereafter be referred to as HOLLINS except in those instances where the full trading name is required.

We are enclosing our service order forms for your information, completion and response. Your immediate attention to and return of the appropriate forms, to the address shown on each, will insure the best service and lowest cost to you. Orders placed at the show will be honored on a limited basis and contingent upon the availability of specific furnishings and equipment.

All orders placed with HOLLINS are subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order. Please Note: You may choose to pay by check drawn on a U. S. Funds Account, MasterCard, VISA, or American Express; however, we require your credit card authorization to be on file with HOLLINS. **PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.**

Booth Equipment

Each booth will be 8 ft. wide x 6 ft. deep and provided with:

- 8 ft. high back wall drape (Show Colors - Blue & Beige)
- 3 ft. high side divider drape (Beige)
- one 7 in. x 44 in. identification sign
- one 2 ft. x 6 ft. skirted table (Blue)
- two chairs

Electricity **MUST** be ordered through Hollins (Page #8)

Important Dates

- ▶ **Advance Shipments may begin arriving at Warehouse:**
September 16, 2019
- ▶ **Deadline Date to order materials at Discount Rate with payment:**
October 14, 2019
- ▶ **Last day for Advance Shipments to arrive without surcharge:**
October 17, 2019
- ▶ **Exhibitor move-in:**
Monday October 21 7:00 a.m. - Noon
- ▶ **Exhibit Hours:**
Monday October 21 Noon - 4:30 p.m.
- ▶ **Exhibitor Move-out:**
Monday October 21 4:30 p.m. - 6 p.m.
- ▶ **Outbound Freight will be re-routed:**
Monday October 21 6 p.m.

Discount Rates

To qualify for Discount Rates, we must receive your order with full payment by October 14, 2019, unless otherwise indicated. Orders received after October 14, orders without payment and orders placed at the show will be processed at Standard Rates.

Tax

Tax (5.3%) will be added to all rentals and materials. If you are a federal tax exempt organization or tax exempt in the state of Virginia, a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

Third Party Billing

If you have arranged for a third party to handle your display and be billed for services, please complete, sign and return the "Third Party Billing & Credit Card Charge Authorization Form" no later than October 14, 2019; otherwise, third party billing will not be processed. Kindly note, you are ultimately responsible for payment of HOLLINS charges regardless of third party billing authorization. In the event a third party fails to pay our invoice charges before the close of the show, such charges will automatically revert to you. HOLLINS will not process any split billing between you and your display house, or with another exhibitor.

Material Handling

Advance Receiving At The Warehouse - HOLLINS will accept crated, boxed or skidded material up to 30 days in advance of the show set-up. The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM - 4:30 PM. Freight arriving at the advance warehouse AFTER October 17 will be subject to additional handling surcharges. Refer to the Material Handling Rate Schedule for additional information.

Do Not Ship Advance Freight to the Show Site. The Virginia

Tech campus will not receive advance freight, have no storage facilities for advance freight, accepts no responsibility for freight. Should any freight be received by the Virginia Tech, it will be consigned to HOLLINS and subject to the prevailing drayage rate plus any additional handling fees.

Shipping Addresses

▶ ADVANCE SHIPMENTS TO WAREHOUSE:

TO: (Your Firm's Name and Booth Number)
FOR: VSPMA
C/O: HOLLINS EXPOSITION SERVICES
7615 Williamson Road NW
Roanoke, Virginia 24019

Shipments must arrive by October 17, 2019.



Damage

No signs or other items are to be pinned, stapled, taped or otherwise attached to drape or material/equipment provided by HOLLINS with one exception: you may pin or attach by velcro - signs, pictures and/or publications to our Tack/Velcro Display Panels. Exhibitors shall be responsible for any damage to or loss of rented materials from the time they are placed on the show floor until they are returned to HOLLINS.

Safety

Standing on tables, chairs or other rental furniture is PROHIBITED. This furniture is not designed to support your standing weight. HOLLINS forklifts and carts are for use by HOLLINS employees only.

We look forward to serving you and your firm. Should you have any questions regarding the enclosed information, please contact our Exhibitor Service Department at:

(voice) 540-362-3940

(e-mail) service@hollins-expo.com

Convenient on-line ordering is available at:

www.hollins-expo.com

**NOW FEATURING
ONLINE ORDERING**





Mailing Address: P.O. Box 7001, Roanoke, VA 24019, Phone: 540-362-3940, (e-mail) service@hollins-expo.com
 Street Address: 7615 Williamson Road, N.W., Roanoke, VA 24019, Fax: 540-362-8698

Payment Policy & Credit Card Charge Authorization Form



PLEASE TYPE OR PRINT

Mail one copy to us at the address above. Retain a copy for your files.

PAYMENT POLICY *We require a completed and signed "Payment Policy & Credit Card Charge Authorization Form" to be on file with HOLLINS.*

Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express; however, we require your credit card authorization to be on file with HOLLINS.

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.

- ADVANCE ORDERS:** For your order to be processed, and to receive the "Discount Rate", full payment must accompany your order.
- SHOW SITE ORDERS:** Show site orders will be subject to the "Standard Rate" and processed only with full payment when placed.
- SHIPPING FREIGHT AND/OR ORDERING RIGGING LABOR OR I&D LABOR:** Prior to the close of the show, an invoice will be prepared and delivered to your booth. Unless you have corrections that are brought to our attention at the service desk, or choose to pay your invoice by check, your order will be processed for payment on your credit card. **NOTE:** If rigging or dismantle labor is needed on move-out, these charges will be put on your credit card and your copy of the receipt and invoice will be mailed to you within ten (10) days of the close of the show.

CREDIT CARD AUTHORIZATION <i>(Information Must Be Provided)</i>			VERIFICATION CODE <small>(back of card)</small>	EXPIRATION DATE															
<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express																			
Account Number			<input type="checkbox"/> Corporate <input type="checkbox"/> Personal																
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PRINT CARDHOLDER NAME			SIGNATURE OF CARDHOLDER																

UNPAID BALANCES - Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5.3% per month, which is an ANNUAL PERCENTAGE RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge will automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS will be either applied to reduce the principle unpaid balance or refunded to the exhibitor. This Payment Policy agreement shall be governed by and construed in accordance with the LAWS OF THE STATE OF VIRGINIA.

Calculation of Orders

- To simplify payment, send one check payable to HOLLINS EXPOSITION SERVICES for your entire order or note the amount to be charged to your credit card.

- Purchase order is not considered payment.

<i>Furnishings, Seating and Accessories</i>	\$
<i>Electric Service</i>	\$
<i>Material Handling (Freight)</i>	\$
<i>Other HOLLINS Services (Please Specify)</i>	\$
FULL PAYMENT in U.S. Funds drawn on a U.S. Bank	\$
Charge my credit card in the amount of	\$
Check (Number _____) in the amount of	\$

ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW: PLEASE TYPE OR PRINT

NAME OF EVENT VSPMA

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ **X** _____
(Please Type or Print) (Signature)

TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Mail one copy to us at the address above. Retain a copy for your files.

Deadline Date For Return of this Form: October 14, 2019

You may arrange for a third party to handle your exhibit and be billed for services. HOLLINS will agree to this arrangement if the third party has a satisfactory payment record with us. **Both Firms** must complete and return this form by the deadline date shown above.

It is understood and agreed that you, the exhibiting firm, are ultimately responsible for payment of charges. If the third party does not pay the invoice before the close of the show, charges will revert to you. All invoices are due and payable upon receipt.

Exhibiting Firm	Third Party																																								
PLEASE TYPE OR PRINT	PLEASE TYPE OR PRINT																																								
(Exhibiting Firm) _____	(Third Party) _____																																								
(Address) _____	(Address) _____																																								
(City) _____ (State) _____ (Zip) _____	(City) _____ (State) _____ (Zip) _____																																								
(Phone) _____ (Fax) _____	(Phone) _____ (Fax) _____																																								
(Authorized By - Please Type or Print) _____	(Authorized By - Please Type or Print) _____																																								
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<i>The items checked below are to be invoiced to the Exhibiting Firm.</i> <input type="checkbox"/> Carpet & Padding <input type="checkbox"/> Custom Booth Rental <input type="checkbox"/> Display Tables & Risers <input type="checkbox"/> Cleaning Services <input type="checkbox"/> Seating & Accessories <input type="checkbox"/> I&D Labor <input type="checkbox"/> Display Panels <input type="checkbox"/> In-Booth Forklift & Labor <input type="checkbox"/> Special Drapery <input type="checkbox"/> Material Handling In & Out <input type="checkbox"/> Custom Signs & Graphics <input type="checkbox"/> All Services <input type="checkbox"/> Other (Please Specify) _____	<i>The items checked below are to be invoiced to the Third Party.</i> <input type="checkbox"/> Carpet & Padding <input type="checkbox"/> Custom Booth Rental <input type="checkbox"/> Display Tables & Risers <input type="checkbox"/> Cleaning Services <input type="checkbox"/> Seating & Accessories <input type="checkbox"/> I&D Labor <input type="checkbox"/> Display Panels <input type="checkbox"/> In-Booth Forklift & Labor <input type="checkbox"/> Special Drapery <input type="checkbox"/> Material Handling In & Out <input type="checkbox"/> Custom Signs & Graphics <input type="checkbox"/> All Services <input type="checkbox"/> Other (Please Specify) _____																																								
X (Cardholder Signature) _____	X (Cardholder Signature) _____																																								



YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between HOLLINS and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- **THE METHOD OF PAYMENT FORM IS SIGNED**
- **AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH HOLLINS**
- **WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH HOLLINS**

DEFINITIONS

For purposes of this Contract, "HOLLINS" or "HOLLINS Exposition Services" means HOLLINS Exposition Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors HOLLINS may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of HOLLINS except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR's booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond HOLLINS's control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. HOLLINS will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR's responsibility to advise the HOLLINS Service Desk Representative of problems with any orders, and to check the EXHIBITOR's invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, HOLLINS requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is re-billing these charges to its customers. For International EXHIBITORS, HOLLINS requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in ROANOKE, VIRGINIA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5.3% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF VIRGINIA. In the event of any dispute between the EXHIBITOR and HOLLINS relative to any loss, damage, or claim, such

EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to HOLLINS for its services, as an offset against the amount of any alleged loss or damage. Any claims against HOLLINS shall be considered a separate transaction, and shall be resolved on its own merits. HOLLINS reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that HOLLINS may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR's credit card company for any reason, HOLLINS hereby provides notice that it reserves the right, and EXHIBITOR authorizes HOLLINS, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR's account.

LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES:

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through HOLLINS in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with HOLLINS's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Cassell Coliseum Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

EXHIBITOR agrees to indemnify, hold harmless, and defend HOLLINS from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to HOLLINS employees, and/or property damage arising out of work performed by labor provided by HOLLINS but supervised by EXHIBITOR. Further, the EXHIBITOR's indemnification of HOLLINS includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Cassell Coliseum or Show Management, and/or directing labor provided by HOLLINS to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

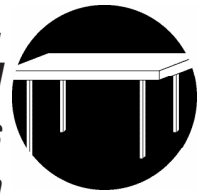
PLEASE REFER TO HOLLINS's "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH HOLLINS. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED.



Mailing Address
 P.O. Box 7001
 Roanoke, VA 24019
 Phone: 540-362-3940
 (e-mail) service@hollins-expo.com

Street Address
 7615 Williamson Road, N.W.
 Roanoke, VA 24019
 Fax: 540-362-8698

Furnishings, Seating and Accessories Order Form



Mail one copy to us at the address above. Retain a copy for your files.

Deadline Date For Discount Rate: October 14, 2019

Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is provided on a rental basis.**
CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Qty.	Description	Discount Rate	Standard Rate	Qty.	Description	Discount Rate	Standard Rate
------	-------------	---------------	---------------	------	-------------	---------------	---------------

Unskirted Display Tables, 30" high

	2' d x 4' w Table	\$ 30.00	\$ 40.50
	2' d x 6' w Table	35.00	47.25

Skirted Display Tables, 30" high - select color below

	2' d x 4' w Skirted Table (skirted 4 sides)	49.00	66.15
	2' d x 6' w Skirted Table	55.00	74.25
	4th Side Skirt	25.00	33.75

Skirting Color Preferred: (White will be provided if no color is indicated.)
 Red Royal Blue Kelly Green Gold White Black Teal Burgundy Silver Beige Plum

Skirted Display Counters, 42" high - select color below

	2' d x 4' w Skirted Counter (skirted 4 sides)	61.00	82.35
	2' d x 6' w Skirted Counter	67.00	90.45
	4th Side Skirt	31.00	41.85

Skirting Color Preferred: (White will be provided if no color is indicated.)
 Red Royal Blue Kelly Green White Black Teal Burgundy Silver Beige Plum

Pedestal Tables - Round Top

	Pedestal Table - 2' diam. x 30" high	31.00	41.85
	Pedestal Table - 2' diam. x 42" high	37.00	49.95
	Pedestal Table - 3' diam. x 30" high	37.00	49.95
	Pedestal Table - 3' diam. x 42" high	43.00	58.05

Table Top Risers, 12" high

	1' d x 4' w Skirted Riser (white only)	37.00	49.95
	1' d x 6' w Skirted Riser (white only)	49.00	66.15

Seating

	Upholstered Lounge Chair (white padded seat and back)	\$ 36.00	\$ 48.60
	Upholstered Arm Chair (white padded seat and back)	31.00	41.85
	Upholstered Side Chair (white padded seat and back)	28.00	37.80
	Upholstered Stool, 30" high (white padded seat and back)	33.00	44.55
	Molded Plastic Folding Chair (black)	17.00	22.95

Accessories

	Wastebasket	13.00	17.55
	Easel - floor standing - aluminum tripod	19.00	25.65
	Bag Stand - chrome, 48" h	47.00	63.45
	Waterfall Garment Rack - chrome, 48" h	47.00	63.45
	Literature Rack - silver, 4 acrylic pockets	55.00	74.25
	Ticket Tumbler - brass - 15" diam.	44.00	59.40

Display Panels

	Wire Grid - 2' w x 6' h - chrome, with feet	68.00	91.80
	Perforated/Peg Board - 8' w x 4' h - Horizontal	94.00	126.90
	Perforated/Peg Board - 4' w x 8' h - Vertical	94.00	126.90
	Tack/Velcro Board - 8' w x 4' h - Horizontal	94.00	126.90
	Tack/Velcro Board - 4' w x 8' h - Vertical	94.00	126.90

Carpets and Padding

	13 oz. Standard Carpet - 8' x 6'	79.00	106.65
	13 oz. Standard Carpet - 16' x 6'	158.00	213.30
	13 oz. Standard Carpet - 24' x 6'	236.00	318.60
	1/2 in. Padding - per sq. ft.	1.00	1.50
	Visqueen Covering - per sq. ft.	.60	1.00

Red Royal Blue Black Gray
 Cayenne Tuxedo

Sub Total

\$

5.3% State Tax

\$

TOTAL

\$



YES, I have completed and enclosed the payment form.

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

PLEASE TYPE OR PRINT

NAME OF EVENT VSPMA

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ X _____
 (Please Type or Print) (Signature)

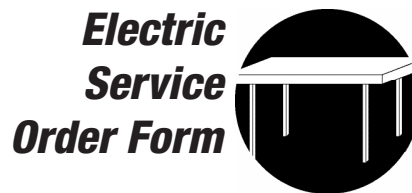
TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Mailing Address
 P.O. Box 7001
 Roanoke, VA 24019
 Phone: 540-362-3940
 (e-mail) service@hollins-expo.com

Street Address
 7615 Williamson Road, N.W.
 Roanoke, VA 24019
 Fax: 540-362-8698



Mail one copy to us at the address above. Retain a copy for your files.

Deadline Date For Discount Rate: October 14, 2019

Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is provided on a rental basis.**
CANCELLATION POLICY: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

120 Volts

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	20 Amps	\$ 75.00	\$ 95.00	\$

Supplies

Quantity	Description	Discount Rate	Standard Rate	TOTAL
	15 ft. Extension Cord	\$ 20.00	\$ 27.00	\$
	Outlet Strip	28.00	37.80	\$

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Sub Total	\$
5.3% State Tax	\$
TOTAL	\$

YES, I have completed and enclosed the payment form.

PLEASE TYPE OR PRINT

NAME OF EVENT VSPMA

EXHIBITING FIRM _____ BOOTH NO. _____

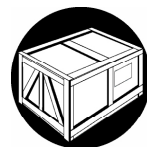
ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ **X** _____
(Please Type or Print) (Signature)

TELEPHONE NO. _____ DATE _____

FOR PAYMENT RECEIPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



As the official service contractor, HOLLINS is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, contact Exhibitor Services at (540) 362-3940.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed in the forms "General Information". Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the forms "General Information" for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.
- Please call the number located in the forms "General Information" if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to the forms "General Information" for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivering carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid".
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located in the forms "General Information".

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded up to the next 100 pounds. Each 100 pounds is considered one "CWT" (one hundred weight). All shipments are subject to reweigh.
- On the Calculation Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to your booth during the overtime period stated in the forms "General Information". This includes both warehouse and show site shipments.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated in the forms "General Information".
- Add the late delivery charge listed on the Calculation Form if the shipment is accepted at the warehouse or at show site after the deadline date listed in the forms "General Information".
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Desk. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to your booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Desk at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Desk.
- Call your designated carrier with pick-up information. Please refer to the forms "General Information" for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on HOLLINS's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Desk.
- Requested start times cannot be guaranteed; however, every effort will be made to meet all requests.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by HOLLINS are subject to the enclosed Terms and Conditions.

Other available services (may not be available in all locations)

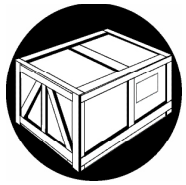
- Cranes
- Access storage at show site
- Exhibit transportation services
- Priority empty return
- Scissor lifts, condors
- Security storage at show site
- Local pick-up and delivery
- Short-term and long-term warehouse storage



Mailing Address
 P.O. Box 7001
 Roanoke, VA 24019
 Phone: 540-362-3940
 (e-mail) service@hollins-expo.com

Street Address
 7615 Williamson Road, N.W.
 Roanoke, VA 24019
 Fax: 540-362-8698

Material Handling Rate Schedule & Order Form



Advance Shipments to HOLLINS Warehouse: Deadline Date - October 17, 2019

Receive ONLY crated, boxed or skidded shipments at the warehouse and store up to thirty (30) days prior to the show. Deliver to the booth, remove, store and return empty crates/boxes/skids. Includes removal of material from the booth and loading on outbound carrier at the Cassell Coliseum loading dock. Certified weight tickets required. Warehouse receiving hours are Monday through Friday, 8:00 a.m. - 4:30 p.m. Closed Saturdays, Sundays and Holidays. Shipments arriving at the advance warehouse after the deadline date are subject to a 25.3% late surcharge, per shipment.

Description	Total Weight Rounded up to the next hundred (200 lb. minimum per shipment)	÷ 100 =	x Rate	OR Minimum Charge per Shipment	TOTAL
Advance Warehouse Shipments			\$ 60.00	\$ 120.00	\$

Special Handling Shipments: VIA VAN LINE, POV, COMPANY TRUCK, OR SPECIALIZED CARRIER

Receive **Federal Express** and **UPS** at the advance warehouse. Receive special handling shipments misdirected to the show site DURING SET-UP PERIOD. Deliver to the booth, remove, store and return empty crates/boxes/skids or packing material. Includes removal of material from the booth and loading on outbound carrier at the Cassell Coliseum loading dock. **Federal Express** and **UPS** are included in this category due to their delivery procedures.

Small Package Shipments: ANY NUMBER OF PIECES TOTALING A MAXIMUM WEIGHT OF 40 LBS. PER SHIPMENT.

Cartons and envelopes received at the warehouse or misdirected to the show site without documentation will be delivered without guarantee of piece count or condition.

Description	Quantity	x Rate	TOTAL
First Carton - per shipment, per delivery		39.00	\$
Each Additional Carton - per shipment, per delivery		19.00	\$

Billed weight is based on incoming weight only, whether the above services are used in whole or in part. The weight is taken from the INBOUND Bill of Lading and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by HOLLINS. This estimate will prevail.

OTHER SERVICES AND FEES

- LATE SHIPMENTS** - Materials received at the warehouse AFTER the deadline date: **add \$65.00.**
- SHIPMENTS RETURNED TO WAREHOUSE** - Shipments returned to the warehouse to be re-loaded on outbound carriers will be charged an additional **\$20.00** per one-hundred pounds, **\$50.00** minimum.
- STORAGE FEES** - Storage will be charged if shipments are not picked up after four (4) days. Storage fees prior to thirty (30) days before the show, and/or after four (4) days following the show will be an additional **\$5.00** per one-hundred pounds (100 lbs.) per day ~ **\$50.00** minimum.
- CONTAINER STORAGE** - Show site container storage for freight not brought in by HOLLINS will be **\$30.00** per piece.
- BANDING** - \$1.00 per ft. plus \$50.00 labor. **SHRINKWRAP** - \$38.50 per skid plus \$50.00 labor.

Sub Total
5.3% State Tax
TOTAL

\$	
\$	N/A
\$	

YES, I have completed and enclosed the payment form.

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for "Discount Rates". Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

PLEASE TYPE OR PRINT

NAME OF EVENT VSPMA

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ X _____ (Signature)

TELEPHONE NO. _____ DATE _____

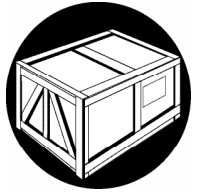
FOR PAYMENT RECIEPTS BY E-MAIL, PRINT E-MAIL ADDRESS HERE: _____



Mailing Address
 P.O. Box 7001
 Roanoke, VA 24019
 Phone: 540-362-3940
 (e-mail) service@hollins-expo.com

Street Address
 7615 Williamson Road, N.W.
 Roanoke, VA 24019
 Fax: 540-362-8698

**Material
 Handling
 Shipping**



Addresses & Notification

PLEASE TYPE OR PRINT

Mail one copy to us at the address above. Retain a copy for your files.

Advance Shipments to HOLLINS Warehouse: Use the following address.

TO: (Your Firm's Name & Booth Number)
 FOR: VSPMA
 C/O: HOLLINS EXPOSITION SERVICES
 7615 Williamson Road NW
 Roanoke, Virginia 24019

◀ **Deadline date for Advance Shipments:
 Thursday, October 17, 2019**

Advance Shipments to HOLLINS Warehouse

List advance shipments below. Attach separate forms for additional shipments.

Advance Shipments	No. of Pieces	Est. Weight lbs.	Description	Carrier(s)	Tracking Number (Please provide PRO number)	Estimate Date of Arrival
# 1						
# 2						
# 3						
# 4						

PLEASE TYPE OR PRINT

NAME OF EVENT VSPMA

EXHIBITING FIRM _____ BOOTH NO. _____

ADDRESS _____

CITY AND STATE _____ ZIP CODE _____

AUTHORIZED BY _____ X _____
(Please Type or Print) (Signature)

TELEPHONE NO. _____ DATE _____

HOLLINS
EXPOSITION SERVICES

R U S H

DO NOT DELAY

DEADLINE DATE: October 17, 2019

TO: _____
(Your Firm's Name)

C/O: HOLLINS EXPOSITION SERVICES
7615 Williamson Road NW
Roanoke, Virginia 24019

WAREHOUSE

EVENT: _____ **VSPMA**

BOOTH NO. _____ NO. _____ OF _____ PCS.

CARRIER: _____

HOLLINS
EXPOSITION SERVICES

R U S H

DO NOT DELAY

DEADLINE DATE: October 17, 2019

TO: _____
(Your Firm's Name)

C/O: HOLLINS EXPOSITION SERVICES
7615 Williamson Road NW
Roanoke, Virginia 24019

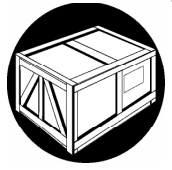
WAREHOUSE

EVENT: _____ **VSPMA**

BOOTH NO. _____ NO. _____ OF _____ PCS.

CARRIER: _____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.



YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to HOLLINS's warehouse or to an event site for which HOLLINS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with HOLLINS.

1. DEFINITIONS. For purposes of this Contract, "HOLLINS" means HOLLINS Exposition Services and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from HOLLINS.

2. PACKAGING/CRATES AND STORAGE. HOLLINS shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. HOLLINS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. HOLLINS will not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **HOLLINS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or his or her representative. All previous labels must be removed or obliterated. HOLLINS assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without HOLLINS labels; or improper information on empty labels. **HOLLINS WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for reloading onto a carrier and during such times, Exhibitor materials will be left unattended. **HOLLINS IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** HOLLINS recommends the securing of security services from Cassell Coliseum or Show Management. All MHA's submitted to HOLLINS by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to HOLLINS and the actual count of such items in the booth at the time of pickup.

5. DELIVERY TO THE CARRIER FOR RELOADING. HOLLINS assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. HOLLINS loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **HOLLINS ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

6. DESIGNATED CARRIERS. HOLLINS shall have the authority to change the Exhibitor's designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall HOLLINS be responsible for any loss resulting from such rerouting designation.

7. FORCE MAJEURE. HOLLINS's performance hereunder is subject to, and HOLLINS shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Acts of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond HOLLINS's reasonable control, nor for ordinary wear and tear in the handling of materials.

8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to HOLLINS immediately at the show site, and in any case not later than **thirty (30) business days** after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site or from HOLLINS's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against HOLLINS **more than two (2) years** after the date of loss or damage occurred.

a. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the Exhibitor and HOLLINS relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due HOLLINS for its services as an offset against the amount of any alleged loss or damage. Any claims against HOLLINS shall be considered a separate transaction and shall be resolved on their own merits.

b. **MAXIMUM RECOVERY.** If found liable for any loss, HOLLINS's sole and exclusive **MAXIMUM** liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. **LIMITATION OF LIABILITY.** **IN NO EVENT SHALL HOLLINS BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF HOLLINS OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF HOLLINS HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.**

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of HOLLINS's maximum liability stated herein. HOLLINS will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, **HOLLINS WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.**

10. JURISDICTION / VENUE. **THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF VIRGINIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN ROANOKE COUNTY, VIRGINIA.**

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless HOLLINS and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through HOLLINS; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of HOLLINS's equipment; Exhibitor's violation of Federal, State, County or Local ordinances; and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Cassell Coliseum and/or Show Management.

12. LIEN. Exhibitor grants HOLLINS a security interest in and a lien on all of Exhibitor's goods (including without limitation all equipment) that is from time to time in the possession of HOLLINS and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by HOLLINS on its behalf, services performed, materials and/or labor from time to time provided by HOLLINS to or for the benefit of Exhibitor ("Obligations"). HOLLINS shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that HOLLINS is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. HOLLINS may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13. WAIVER & RELEASE. Exhibitor, as a material part of the consideration to HOLLINS for material handling services, waives and releases all claims against HOLLINS with respect to all matters for which HOLLINS has disclaimed liability pursuant to the provisions of this Contract.

14. DRIVER LIABILITY WAIVER. **IN CONSIDERATION OF HOLLINS PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCK OWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCK OWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCK OWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS HOLLINS, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.**